



CHECK REQUEST (or CREDIT CARD) vs PURCHASE REQUISITION

Having trouble deciding whether to use a Check Request or a Purchase Requisition to purchase/pay for something? The information below should help you determine which to use.

Check Request:

- ALL Travel (includes hotel, air, car rental, etc)
- Conference Registration
- Entertainment / Speaker Fees
- Memberships / Dues
- Reimbursements
- Sponsorships
- Subscriptions
- *invoices for any of the above*

The Check Request Form is also used for credit card transactions – just check the Credit Card Request box found at the top of the form. (The Hartnell College Credit Card is used when a vendor does not accept purchase orders or checks as payment.)

Purchase Requisition (PR Form) for a Blanket PO:

- Maintenance Agreements
- Service Contracts

Purchase Requisition (Mercury Commerce) for a one-time PO:

- Goods
- Services (NOT entertainment / speakers)
- Food / Catering
- *invoices for any of the above*

If further information is needed, contact the Business Office (x6997) or Purchasing (x6129).